



Lead and Copper Rule: Required Forms Guide

New Jersey Department of Environmental Protection

Version 1.0 9/13/17

Form	Description	When to Submit to DEP	Where & How
Planning Forms (Used to determine and identify appropriate lead and copper sampling locations prior to collecting samples)			
BWSE-14* <i>Lead and Copper Sampling Pool Certification</i> (Community Water Systems only)	Details for each sample site from the most recent sampling event.	With Lead & Copper Sampling Plan submission only.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
BWSE-15* <i>Lead and Copper Sample Site Certification</i>	Details for each individual sample site from the last monitoring period.	With Plan submission. Thereafter, only for new sites sampled not in the approved sampling pool.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
BWSE-17 <i>Materials Evaluation Survey for Non-Community Water Systems</i>	(Non-community Water Systems only) School facilities may substitute the Plumbing Profile required by BOE.	With Lead & Copper Sampling Plan submission only.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
BWSE-18* <i>PbCu Sample Location Spreadsheet</i>	Details all Standard and Alternate lead and copper sampling locations.	With Plan submission. Thereafter, for revisions only (changes, additions, inactivations).	Via email only – watersupply@dep.nj.gov <u>Must</u> be in Excel (.xlsx) format.
Sampling Forms (Used for various reporting requirements related to collecting lead and copper samples)			
BWSE-16* <i>Non-Compliance Lead and Copper Tap Monitoring Form</i>	For samples taken outside of the monitoring period, that do not meet the Tier requirements, and/or flushed.	Within 10 days of receipt of results.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
BSDW-54 <i>Certification Form - Consumer Notice of Lead Tap Water Monitoring Results</i>	Certifies that results were provided to customers.	Within 3 months, following the end of the monitoring period. Must include a copy of the completed notification.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
BSDW-56* <i>Lead and Copper Sample Site Change Form</i>	For any lead and copper sample site location change from the previous monitoring period.	Within 10 days following the end of the monitoring period for changes from the previous monitoring period.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
Forms for Use After an Action Level Exceedance (ALE) (Used for certifying required steps have been completed)			
BSDW-55 <i>Public Education Certification Form - Lead Action Level Exceedance</i>	Certifies that Public Education Materials have been distributed correctly.	Within 10 days of each issuance. Must include a copy of ALL materials distributed.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
BWSE-LC01 <i>Request to Suspend Lead and Copper Monitoring – During Corrosion Control Treatment (CCT) Steps</i>	Requests suspension of lead and copper sampling until CCT is installed. Includes a timeframe for CCT installation.	Prior to the end of the first six-month monitoring period in which the request is applicable.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
BWSE-LC02 <i>Corrosion Control Treatment Installation Completion Certification</i>	Certification that CCT has been installed. For permits issued by DEP, a Construction Completion Certification is sufficient.	Within 30 days following completion of CCT installation.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
Water Quality Parameter (WQP) Forms (Used to satisfy WQP sampling requirements)			
BWSE-19* <i>Water Quality Parameter (WQP) Sample Site Change Form</i>	For any WQP sample site location change from the previous monitoring period.	Within 10 days, following the end of the monitoring period.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)
WQP Monitoring Report Form for Approved Party* (Generic Analysis Spreadsheet Template)	For submission of WQP data collected by an Approved Party.	Within the first 10 days following the end of the applicable monitoring period.	Via email – watersupply@dep.nj.gov <u>Must</u> be in Excel (.xlsx) format.
BWSE-LC03 <i>Optimal Water Quality Control Parameter Recommendation Form</i>	For both distribution system and entry point values.	Within 30 days of completing follow-up WQP monitoring, or DEP-specified deadline.	Via email – watersupply@dep.nj.gov Options: regular mail, fax (BWSE)

* Completion instructions available online

Additional Resources

DEP Lead in Drinking Water - Public Water System Information:

<http://www.nj.gov/dep/watersupply/dwc-lead-public.html>

Templates and Certification Forms:

<http://www.nj.gov/dep/watersupply/dws-sampreg.html>

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